



UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF WASHINGTON

MAGISTRATE JUDGE SUPPORT CLERK

ANNOUNCEMENT NUMBER 17-WAW-04
ANNOUNCEMENT DATE October 24, 2016
CLOSING DATE November 13, 2016

The U.S. District Court for the Western District of Washington is seeking a qualified Magistrate Judge Support Clerk. This position is located in the office of the Clerk of Court at the federal courthouse in Seattle, Washington. Some travel to the divisional offices may be required. Travel to Bellingham, Washington for court at least once per month is required.

The Magistrate Judge Support Clerk is part of a self directed team, and is responsible for hiring, training, and performance management. In addition, the team develops quality standards, plans and distributes work, handles leave and coverage issues and identifies process improvement opportunities. This requires responsibility, flexibility, and a desire to work collaboratively within their team and the Clerk's Office as a whole.

REPRESENTATIVE DUTIES

- Manages monthly court calendar for Bellingham including courtroom preparation, case history review, contacting participants, entering minutes and issuing summons/warrants.
- Serves as liaison with chambers, keeping communication open between chambers and other agencies regarding all matters before the Magistrate Judge on the Bellingham CVB calendar.
- Serves as primary interpreter coordinator for in-court proceedings before all Seattle judges. This includes contacting, scheduling, and assigning interpreters, voucher verification and processing, and managing interpreter lists and contracts.
- Serves as the secondary intake window for the criminal section of the Clerk's Office by receiving new cases, analyzing documents for distribution to the appropriate Judicial Officer.
- Responsible for management of all aspects of court recording reproductions. Coordinates transcription requests of recorded hearings.
- Acts as backup for magistrate judge new arrests clerk during absences.

QUALIFICATIONS

- High school diploma or equivalent and a minimum of three years of progressively responsible administrative, technical or professional experience. Knowledge of Microsoft Word desired.
- Collaborative and consensus-building work style with the ability to adjust responsively to a variety of audiences.
- Thorough knowledge and understanding of the policies and procedures of the Court.

<p>PREFERRED QUALIFICATIONS</p>	<ul style="list-style-type: none"> • Ability to communicate accurately and in a timely manner with judges, clerk’s office staff, members of the bar and the public. • Broad knowledge of the purpose and content of documents in criminal magistrate judge cases and the ability to summarize, make docket entries, and take appropriate actions. • Ability to work in a fast-paced environment and maintain composure under stress. • Ability to consistently demonstrate sound ethics and judgment. • Knowledge of the Clerk’s Office, intake procedures, criminal docketing, court calendaring, and in-court procedures. • Demonstrated knowledge of the Court’s CM/ECF (case management / electronic case filing) system. • Proficiency with a wide range of technology, including Microsoft Office, SharePoint and Adobe Acrobat. • A bachelor’s degree.
<p>SALARY RANGE</p>	<p>Court Personnel System Classification Level: CL25, Step 1 – 61, \$41,880 - \$68,068 CL26, Step 1 – 61, \$46,124 - \$74,953 Depending on experience and qualifications; additional promotional potential without further recruitment.</p>
<p>INFORMATION FOR APPLICANTS</p>	<p>Qualified applicants should submit the following:</p> <ul style="list-style-type: none"> • Cover letter • Resume • Narrative statement of no more than one page that answers the following question: <i>Describe a time when you had to work under intense pressure while handling multiple tasks. What was the situation and how did you handle it?</i> <p>Via e-mail (Word or Acrobat .pdf format) to: seattle_personnel@wawd.uscourts.gov</p> <p>Or to: Human Resources (#17-WAW-04), U. S. District Court, 700 Stewart Street, Suite 2218 Seattle, WA 98101</p> <p>Only qualified applicants will be considered for this position. Applicants must be United States citizens or eligible to work in the United States. Applicants selected for interviews must travel at their own expense. Qualified applicants selected for interviews will be tested.</p> <p>The United States District Court requires employees to follow a code of conduct which is available upon request. Reference checks with current and former employers will be conducted on top candidates. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment.</p>

<p>BENEFITS</p>	<p>The Federal Financial Management Reform Act requires direct deposit of federal wages. The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case by case basis.</p> <p>The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time from the original announcement, management may elect to select a candidate from the applicants who responded to the original announcement without posting the position. More than one position may be filled from this announcement.</p> <p>Employees of the United States District Court are considered “at will” employees. Judiciary employees participate in the Federal Employees Retirement System, Thrift Savings Plan (similar to a 401K), health and life insurance benefits, long term disability and long term care options, annual and sick leave accrual, and ten paid holidays per year. Judiciary employees are <u>not</u> covered by the Office of Personnel Management’s civil service classification system or regulations. For additional information on employment with the federal courts, please visit www.uscourts.gov.</p>
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The United States District Court is an equal opportunity employer and values diversity in the work place.